

BUDGET NARRATIVE: MONTANA MAKING \$ENSE

SECTION I: PROGRAM OPERATING COSTS

A. Personnel Expenses

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
(1 FTE) Program Director: program operations oversight	1	\$33,218	100	33,218	33,218	
(.495 FTE) Fiscal Manager: fiscal oversight	1	\$19,204	40	7,682		7,682
(1 FTE) Department Director: staff management oversight	1	\$59,225	15	8,884		8,884
Totals				\$ 49,784	\$ 33,218	\$ 16,566

B. Personnel Fringe Benefits

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program Director (FICA, Worker's Comp, Leave and other fringe)	$(\$33,218 * .31) + (9 * \$729 \text{ health ins.}) + (3 * \$779 \text{ health ins.})$	19,196	19,196	
Compliance Manager (FICA, Worker's Comp, Leave and other fringe)	$((\$19,204 * .27) * .4)$	2,074		2,074
Department Director (FICA, Worker's Comp, Leave and other fringe)	$(\$8,884 * .15)$	1,333		1,333
Totals		\$ 22,603	\$ 19,196	\$ 3,407

C.1. Staff Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Program staff <u>Staff Travel</u> (lodging & per diem for program and OCS sponsored meetings/events and CNCS sponsored conference)	$[(8 \text{ nights} * \$70 \text{ double lodging}) + (19 \text{ days} * \$23 \text{ per diem})]$	1,000	500	500
Program staff transportation to program sponsored events and CNCS sponsored conference <u>Program Staff Transportation</u>	$[(20 \text{ days st. vehicle rental} * \$12/\text{day}) + (40185018 \pm \text{miles of travel} * \$.55/\text{mile}) + \$550 \text{ commercial airfare}]$	3,000		3,000
Program staff conference registration (fees) for CNCS sponsored and other professional conferences <u>Program Staff Conference Reg</u>	1 staff @ \$1,000 or 2 staff @ approximately \$500 each	1,000	500	500
Totals		\$ 5,000	\$ 1,000	\$ 4,000

C. 2. Member Travel

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Member travel for program sponsored training including orientation and mid-service events	$[(14 \text{ nights} * \$70 \text{ double lodging}) + (44 \text{ days} \pm * \$23 \text{ per diem})]$ 5+ days for FT members and 1 day for PT members	2,000		2,000

Travel (lodging & per diem)				
Member transportation for program sponsored training and meetings Member Transportation	(4364± miles of travel * \$.55/mile)	2,400	1,400	1,000
Totals		\$ 4,400	\$ 1,400	\$ 3,000

D. Equipment

Item/Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
Totals			\$ -	\$ -	\$ -

E. Supplies

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Member Uniforms	(25 * \$35) + (22 * \$10) FT/PT members will get a sweat jacket (\$25) and Tshirt (\$10). QT/MT members will get a Tshirt (\$10).	1,095	300	795
Supplies: program related office materials & supplies, member/site training and service materials (manuals, cds), office equip (<\$5,000) and related items (e.g. toner cart.)	Variable	500		500
Totals		\$ 1,595	\$ 300	\$ 1,295

F. Contractual and Consultant Services

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals			\$ -	\$ -	\$ -

G.1. Staff Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Contracted Services					
Totals			\$ -	\$ -	\$ -

G.2. Member Training

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals			\$ -	\$ -	\$ -

H. Evaluation

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Totals			\$ -	\$ -	\$ -

I. Other Program Operating Costs

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Recruitment (advertising & background checks)	47X \$10		470		470
Communication (postage)	\$8± per month		100		100
Communication (Telephone/network port fixed costs)	\$54 per month		650		650
Communication (long distance service)	\$40 per month		480		480
Meetings/Conference Costs			300		300
Totals			\$ 2,000	\$ -	\$ 2,000

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share
	\$ 85,382	\$ 55,114	\$ 30,268

J. Source of Match

Source(s), Type, Amount, Intended Purpose				
	Private	State/Local	Federal	Sources
IN-KIND				Third-party match (state, non-federal grants or privately funded) from participating state and local organizations (e.g. Consumer Credit Counseling Services, American Indian Business Leaders and Browning Community Development Corporation).
CASH	\$ 12,107	\$ 18,161		
TOTAL	\$ 12,107	\$ 18,161		

SECTION II: MEMBER SUPPORT COSTS

A. Living Allowance

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)	5	11,800		59,000	47,200	11,800
Half Time (900 hrs)	20	5,900		118,000	94,400	23,600
Reduced Half Time (675 hrs)						
Quarter Time (450 hrs)	8	3,122		24,976	19,981	4,995
Minimum Time (300 hrs)	2	2,498	12	4,996	3,997	999
2 nd Year of 2-Year Half Time						
Totals				\$ 206,972	\$ 165,578	\$ 41,394

B. Member Support Costs

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
FICA & Medicare	(\$200,728 * .0765)	15,833	12,666	3,167
Workers Compensation	(\$200,728 * .006287)	1,301	1,041	260
Health Care	(((\$171/mo*12 mo)*5) + ((171/mo*6)*6)	16,416	13,133	3,283
Other (unemployment)(.0025)	(\$200,728 * .0025)	517	414	103
Totals		\$ 34,067	\$ 27,254	\$ 6,813

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
	\$ 241,039	\$ 192,832	\$ 48,207
Subtotal Sections I + II:	\$ 326,421	\$ 247,946	\$ 78,475

C. Source of Match

Source(s), Type, Amount, Intended Purpose				
	Private	State/Local	Federal	Sources
IN-KIND				Third-party match (state, non-federal grants or privately funded) from participating state and local organizations (e.g. Consumer Credit Counseling Services, American Indian Business Leaders and Browning Community Development Cooperation).
CASH	\$ 19,283	\$ 28,924		
TOTAL	\$ 19,283	\$ 28,924		

SECTION III. ADMINISTRATIVE/INDIRECT COSTS

A. Corporation Fixed Percentage Method

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Subgrantee Share				
Commission Share				
Totals		\$ -	\$ -	\$ -

B. Federally Approved Indirect Cost Rate Method

Cost Type	Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
Fixed: Total Direct Costs: Administrative costs @ 5.26% : CNCS share of total direct costs \$247,946 x 5.26% = \$13,042 with a rate of 5.26 and a rate claimed of 5.26					13,042	13,042	
Fixed: Other: Administrative costs @ 29% (UM federally approved non-research IDC rate): Grantee share \$78,108,475 x 29% = \$22,758,314.58 with a rate of 29 and a rate claimed of 29					22,758 -31,458		22,758-31,458
Fixed: Other: Waived IDC @ 29% (UM federally approved non-research IDC rate): CNCS share of total direct costs \$247,946 x (29% - 5.26%) = \$58,862 with a rate of 29 and a rate claimed of 23.74					58,862		58,862
Totals					\$ 94,662 103,362	\$ 13,042	\$ 81,620 90,320

C. Source of Match

Source(s), Type, Amount, Intended Purpose				
	Private	State/Local	Federal	Sources
INKIND				
CASH		\$ 81,620	90,320	Unrecovered indirect costs (UM)
TOTAL		\$ 81,620	90,320	

Subtotal Section I+ II + III:	Total Amount	CNCS Share	Grantee Share
	\$ 421,083 429,783	\$ 260,988	\$ 160,095 168,795

Budget Total: Validate this Budget Required Match Percentages:	Total Amount	CNCS Share	Grantee Share
	\$ 421,083 429,783	62% 61%	38% 39%